

Steps to Making a Request to Council for Boards and Organizations

□ Step 1: Internal Discussion

Hold a meeting of members ensuring there is quorum to be able to conduct business of the board and pass motions. At this meeting, discuss the following and keep good notes that you can use to draft your proposal or request to Council:

- **What is the issue at hand?**
- **Why is it important?** What need will it fill? What benefit will there be to the Community if your request is approved?
- **What is the history/background** of this issue? If this has previously been reviewed by Council, what is different now, how have you changed your request?
- **How might Council respond to the issue?** Some possibilities include:
 - Research/Discuss/Review further, no decision.
 - Refer the matter to Administration or a Committee for review.
 - Draft and adopt a policy relating to the issue.
 - Take an affirmative action on the issue that could directly involve the City, the Board, a third party, or all three.
 - Approve a request with or without conditions.
 - Request more information from the board or ask for a delegation to make a presentation to Council.
 - Deny the request.
- **What is the specific request or ask you are making of Council?**
 - Make sure you state exactly what you are asking for, examples could include:
 - Requesting that a policy be drafted or adopted based on specific parameters or principles.
 - Request specific funding of a specific dollar amount for a specific purpose including if it is a one-time request or annual, etc.
- **Are there any options or alternatives to consider?** Are you willing to accept less, more or something different than you asked for?
- **What is the preferred outcome you would like to see?**
- **Is your request actually within the power of the Council to grant?** Are there other partners from whom approval is needed?
- **Are there any time constraints or deadlines** that need to be met?
- **Are there any obstacles or risks involved?**

□ Step 2: Pass a Resolution

Once you have thoroughly discussed amongst the board, someone can make a motion to officially make the proposal or request to Council. Depending on what you are requesting, the resolution would be worded accordingly. A few examples are below, but feel free to word it as you see fit depending on your issue or situation. Some requests are simple, some require more of a proposal that contains comprehensive detail or explanation. If you need advice on wording potential resolutions, contact the City Clerk's office.

Example 1

THAT the [Board Name/Organization Name] send a request to City Council to [INSERT THING YOU WANT COUNCIL TO SAY YES TO]; AND THAT [THIS PERSON] and [THIS PERSON] be delegated to speak to Council on the matter on behalf of the [Board/Organization] if a delegation is requested.

Example 2

THAT the secretary of the [Board Name/Organization Name] draft a proposal for City Council for [INSERT THING YOU WANT COUNCIL TO SAY YES TO]; and return the draft proposal to the next meeting of the Board for review and approval.

IF the above is returned as a draft to the next meeting and approved, then the following resolution could be passed at that meeting:

THAT the [Board Name/Organization Name] approve the draft proposal for [INSERT THING YOU WANT COUNCIL TO SAY YES TO]; AND THAT the proposal be sent to City Council for review at the next possible meeting; AND THAT [THIS PERSON] and [THIS PERSON] be delegated to speak to Council on the matter on behalf of the [Board/Organization] if a delegation is requested.

□ Step 3: Prepare a Written Request

Your written request to Council can come in number of formats depending on what your request is. Acceptable examples are below. Official written correspondence should come from the Secretary of the board on behalf of the board, unless someone else was appointed to be the lead contact within the resolution passed by the board.

In all cases your request must be written to the attention of Mayor and Council and sent to the City Clerk for inclusion in the next agenda, subject to the applicable deadlines for submission.

- **An e-mail or letter** from the board secretary addressed to Mayor and Council sent with an attachment of one of the following:
 - **A copy of the Minutes** containing the carried resolution of the Board to make the request to Council; **OR**

- **A “certified” copy of the resolution.** The entire set of minutes is not required as long as the resolution is written clearly as who made it and whether it was carried, and the document includes the date and time of the meeting where it was made, who was present at the meeting, and that it is signed by the appropriate signing authority such as the secretary.

AND ...

- **If a more detailed proposal is being provided,** in addition to the above resolution, please submit a full proposal with the details of the request including history/background, the request itself, why you feel Council should approve the request, what benefit there will be to the community, and any drawings or photos that are relevant to the request. If you are a new organization or are presenting a new idea be sure to introduce yourselves and your ideas thoroughly.

Step 4: Review & Submit

Do a comprehensive review of your proposal or request before submitting it.

1. Ask someone less familiar with the issue to proofread, if possible, prior to sending. They may notice any gaps or errors in the information you are providing to Council which can help you address them ahead of time.
2. Is the wording as clear and concise as possible? If acronyms are used are they also explained and written out? (for example, spelling it out all and adding the acronym at the end... Meadow Lake and District Humane Society (MLDHS)). After you've spelled it out once, the acronym can be used by itself in the rest of the document.)
3. Will your submission meet the required deadlines for inclusion in Council's agenda? Contact the City Clerk's office to find out when the next meeting is and what the deadlines are.

Once you are confident in your submission, forward it to the City Clerk for inclusion in the next Council agenda. You may wish to contact the City Clerk ahead of time to ask when the next meeting is and what the deadline is for submission.

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